Project is identified as a candidate for ceding review to an Independent IRB (Chesapeake, WIRB, etc...)  

Study team confirms project is a multi-site study being conducted under the oversight of an Independent IRB where NU is being added as an engaged site.  

The Northwestern study team creates a New Project Application in eIRB+ in order to process the Institutional Authorization Agreement (IAA). To ensure proper routing ensure that the submission reflects the following:  
- Basic Information Page: Question 6 – Answer Yes  
- External IRB Page: Question 1 – Choose External IRB (If the External IRB is not listed, contact eirbsystem@northwestern.edu)  

Once the application is completed including all template documents (Protocol, Consent form(s), Investigator Brochure, completed IAA template, etc.), it should be submitted by the PI. The eIRB+ application will be reviewed to confirm eligibility to proceed with Independent IRB review and once confirmed, the partially executed IAA will be forwarded back to the study team and the Independent IRB submission can move forward.  

Upon approval from the Independent IRB, the approved study documents, along with the fully executed IAA must be submitted back via eIRB+ to the NU IRB. The current eIRB+ application should be updated with the finalized documents and submitted back to the NU IRB for final review.  

The application will be administratively reviewed to verify that all study documents include the required NU template language and necessary parameters are in place for study activities taking place at NU. If the documents include the correct language the study will be forwarded for final review/external IRB acknowledgement. If changes are required to study documents, the application will be forwarded back to the study and possible re-submission to the Independent IRB may be required to re-approve updated documents.  

Upon receiving final NU IRB acknowledgement of ceding review to the Independent IRB, the PI and study team remain responsible for ensuring all NU IRB reporting requirements are maintained throughout the life of the study.